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14 September 1950

MEMORANDUM FOR: CIA MANAGEMENT OFFICER

SUBJECT: T/O of [REDACTED]
Staff I, OPC

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1. The Table of Organization prepared following OPC's reorganization of 15 May 1950 provides for [REDACTED] professionals and [REDACTED] clericals in the [REDACTED]. The functions of this Branch involve handling large volumes of paper which, incidentally, have been rapidly increasing since this T/O was approved. The ratio of one clerical to five professionals has resulted in the handling of large volumes of clerical operations by professional intelligence analysts and intelligence officers. Moreover, this organization has not yet undertaken many of its assigned functions. Specifically, additional personnel will be required for the dissemination of by-product intelligence received from our overseas elements, for the dissemination of intelligence to our overseas elements, for the full-scale activation of an intelligence support library, and for external intelligence research.

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2. It is proposed that one GS-3 clerk and three GS-3 clerk-typists be added to the T/O of the [REDACTED]. The duties to be performed are somewhat similar to those normally found in clerical positions and classification details can be supplied should the positions be allocated.

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3. Your approval of the four positions proposed is urgently requested.

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[REDACTED]
Chief, Staff III, OPC

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